

# Training Policies

## Pre-Register

Participants must pre-register with payment and registration form. We accept credit cards, checks, or money orders as accepted methods of payment. There is a \$25.00 fee for returned checks. Make checks payable to **MCDHHS**. Allow at least 5 business days for your registration to arrive by mail. Participants will receive a confirmation via mail after receipt of payment. **Space is limited. Walk-ins are not accepted the day of the training.**

## Arrive 15 Minutes Early

Training sessions begin promptly; **plan to arrive at least 15 minutes EARLY for the training.** Once the registration/sign in table has been closed, you will not be able to join the class, and it will be considered a missed class. Refunds are not issued for a missed class. **A certificate will only be given for attending the entire training session/series** (ex: If you leave early, you **will not** receive a certificate for the training; if you miss any part of a multi part course, you **will not** receive a certificate.).

## Training Format

Training sessions are developed to support the Maryland Child Care Credential, and are recognized and approved as continued training by the Maryland State Department of Education - Office of Child Care (OCC). Participants should be aware that written pre and post assessments are given at all training sessions. Successful completion of course materials is considered a score of 75% or better on the post assessment and will reflect a Core of Knowledge certificate. A score of 74% or less on the post assessment will reflect a Continued Training Certificate. Both are recognized by OCC, however only the Core of Knowledge certificate will count towards the Maryland Credential.

## Accommodations

Sign language interpreter services or other accommodations will be provided only upon request with notice as far in advance as possible but no less than 72 hours prior to the event. If you need other services or aids to participate in this activity, please call 301-279-1064 (voice) or 301-279-1810 (TTY). Taking these steps will help us have sufficient time to best meet your needs.

## Participants Only

Training is designed for **REGISTERED ADULTS** only. Please make other arrangements for your children, so they will be safe and happy while you attend the training.

## Cancellation Information

**There are no refunds for missed or canceled classes.** Any cancellations made at least 24 hours before the training will be credited towards future training. Missed classes will not be credited (*including late arrivals or leaving early*). Training is cancelled if Montgomery County Public Schools are closed due to inclement weather, low enrollment or other administrative reasons. To find out if training is cancelled due to inclement weather, call 301-279-1006. In the event MCCCRRRC cancels a class due to inclement weather, low enrollment or other administrative decisions we will make every attempt to reschedule or substitute the class. If the class cannot be rescheduled or a substitution cannot be arranged you will receive a full refund.

## **\*\*\*NEW\*\*\***

### Training Certificate Replacement Fee

Effective January 1, 2006, there will be a certificate replacement fee of \$5.00 per certificate. If you cannot find your certificate and need a replacement, we will process one and mail it to you upon receipt of your payment. You may use the registration form to request a certificate.

### Transcript Fee

Effective January 1, 2006, there will be a fee of \$5.00 for transcripts. For example, if you need a copy of all the classes you participated in for credential or tax purposes, this printout will cost \$5.00. You may use the registration form to request a transcript.



Member agency of the Maryland  
Resource Network with funding  
provided by the Maryland State  
Department of Education



332 W. Edmonston Drive  
Rockville, MD 20852  
Tel: 301-279-1260  
Fax: 301-279-1812  
[www.montgomerycountymd.gov/earlychildhoodservices](http://www.montgomerycountymd.gov/earlychildhoodservices)

**Montgomery County Child Care  
Resource & Referral Center**

## **Montgomery County Child Care Resource & Referral Center**

Supporting Child Care  
Providers in  
Montgomery County  
since 1998!

## **Spring 2006 Training Season**



**April - June  
2006**

Located at the  
Children's Resource Center

MSDE Approved

#CKO-30831



# Classes

## Health, Safety & Nutrition

### **Sun Safety (Level 1)**

*There's a lot to know about protecting children from harmful effects of the sun! Learn to promote sun-safe behaviors for children as well as get great activities to use within your program.*

Date: Tuesday, May 9      Cost: \$20.00  
Time: 7:00 p.m.-9:00 p.m.      City: Rockville  
Instructor: Susan Hedges, Ph.D.

Date: Tuesday, June 13      Cost: \$20.00  
Time: 7:00 p.m.-9:00 p.m.      City: Rockville  
Instructor: Susan Hedges, Ph.D.

### **Emergency Response Planning for Child Care Providers (Level 1)**

*Develop an emergency plan that reflects the needs of your program. In addition, participants will learn valuable information for helping children cope with stress and loss in times of disaster.*

**\*\*Lunch included!!!**

Saturday, April 29      Cost: \$15.00  
Time: 8:30 am-3:00 p.m.      City: Rockville  
Instructor: Suja Ali

Saturday, May 20      Cost: \$15.00  
Time: 8:30 am-3:00 p.m.      City: Rockville  
Instructor: Susan Hedges, Ph.D.

Saturday, June 17      Cost: \$15.00  
Time: 8:30 am-3:00 p.m.      City: Rockville  
Instructor: Michelle Innis

# Classes

## Special Needs

### **Introduction to Inclusion: Supporting the Individual Child (Level 2)**

*Discuss the benefits and considerations to providing quality inclusive care for young children. Participants will also cover techniques for adapting activities and families.*

Date: Thursday, April 27      Cost: \$25.00  
Time: 6:30 p.m.-9:30 p.m.      City: Rockville  
Instructor: Project ACT

### **Understanding Developmental Delays (Level 2)**

*Participants will learn about developmental delays and how they impact children's ability to complete tasks. Participants will also learn strategies for including children with developmental delays in typical settings.*

Date: Tuesday, May 9      Cost: \$25.00  
Time: 6:30 p.m.-9:30 p.m.      City: Rockville  
Instructor: Project ACT

### **Sensory Sensitivity (Level 2)**

*Have you ever observed a behavior that just "didn't make sense?" Often for children with Autism, these behaviors may stem from their difficulty in processing sensory input. In order to help you identify and understand the ways in which you can adapt your environment to better meet these children's needs, you will have an opportunity to walk in their shoes.*

Date: Tuesday, June 13      Cost: \$25.00  
Time: 6:30 p.m.-9:30 p.m.      City: Rockville  
Instructor: Project ACT

## Questions?

Call 301-279-1042 or 301-279-1064

# Registration Form

Name/Nombre

Address/Dirección

Phone/ Teléfono

E-mail/ Correo Electrónico

Tell us about yourself:

- ☐ Family Child Care/ Proveedora en el Hogar  
☐ Center Staff/ Proveedora de Guardería  
☐ Trainer/ Entrenador  
☐ Other/ Otro

Your first language/ Su lengua materna:

Workshop/ Taller

Price/ Precio

- ☐ Transcript Fee \$5.00  
☐ Certificate Replacement \$5.00  
☐ Library Usage Card \$10.00

Total: \_\_\_\_\_

Payment/ Pago

- ☐ Check/Money Order (payable to **MCDHHS**)  
☐ Master Card  
☐ Visa  
☐ Cash

Credit Card Number

Exp. Date

Signature

Mail registration with payment to:  
**MCCCRRC**  
Attn: Training Department  
332 W. Edmonston Drive  
Rockville, MD 20852